

## **EDITED TASK LISTING**

### **CLASS: HEALTH PROGRAM MANAGER II**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Consult with all staff levels and other agencies (e.g., institutions, Department of Mental Health [DMH]; Department of Health Services [DHS]; Legislature; Office of Inspector General [OIG]; Attorney General [AG]; other CDCR divisions, unions, Federal courts, etc.) concerning highly sensitive issues in order to gather, compile, coordinate and disseminate information, and provide direction, etc. utilizing effective communication skills, computer programs (e.g., Excel, Word, Access, Project Manager, etc.), laws, rules, regulations and Departmental policies and procedures governing correctional health care programs on an independent basis or with minimal direction.
<b>2.</b>	Provide a leadership role in development of Departmental policies and procedures to ensure appropriate and timely treatment is provided to the inmates/patients according to the Division of Correctional Health Care Services (DCHCS) mission, vision and goals utilizing effective communication skills, teamwork, analytical and organizational skills, laws, rules, regulations (e.g., Title 15, Title 22, etc.) and Departmental policies and procedures (e.g., Mental Health Program Guides, etc.) governing correctional health care programs (e.g., Inmate Medical Services [IMS], Mental Health Services Delivery System [MHSDS], etc.) with minimal direction.
<b>3.</b>	Provide a leadership role in coordinating the implementation of health care policies and procedures to ensure appropriate and timely treatment is provided to the inmates/patients according to the Division of Correctional Health Care Services (DCHCS) mission, vision and goals utilizing effective communication skills, teamwork, analytical and organizational skills, laws, rules, regulations (e.g., Title 15, Title 22, etc.) and Departmental policies and procedures (e.g., Mental Health Program Guides, etc.) governing correctional health care programs (e.g., Inmate Medical Services [IMS], Mental Health Services Delivery System [MHSDS], etc.) with minimal direction.
<b>4.</b>	Provide recommendations to management in order to ensure departmental compliance with the governing rules, regulations, and policies utilizing effective analytical and communication skills, professional knowledge, etc. as required.
<b>5.</b>	Assist with the development and/or revision of additional health care programs in order to ensure appropriate access to care, quality of care, and continuity of care are provided to the inmates/patients utilizing effective communication skills, teamwork, analytical and organizational skills, laws, rules, regulations (e.g., Title 15, Title 22, etc.) and Departmental policies and procedures (e.g., Mental Health Program Guides, etc.) governing correctional health care (e.g., IMS, MHSDS, etc.) with minimal direction.

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6.	Develop training materials on new or revised health care programs, Departmental policies and procedures in order to ensure compliance with State and Federal regulations (e.g., Title 15, Title 22, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills, and computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), laws, rules, regulations and Departmental policies and procedures (e.g., MHSDS Program Guides, etc.) governing correctional health care (e.g., IMS, MHSDS, etc.), as required upon the creation or revision of a Departmental policy and/or procedure.
7.	Train staff on new or revised Departmental policies and procedures (e.g., MHSDS Program Guides, etc.) regarding correctional health care programs (e.g., IMS, MHSDS, etc.) in order to ensure compliance with State and Federal regulations (e.g., Title 15, Title 22, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills, and computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), on an as needed basis.
8.	Monitor correctional health care programs in order to ensure compliance with State and Federal regulations (i.e., Title 15, Title 22, etc.), and departmental policies and procedures (e.g., MHSDS Program Guides, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills, audit tools, laws, rules, regulations, Departmental policies and procedures governing correctional health care (e.g., IMS, MHSDS, etc.) with minimal direction.
9.	Evaluate correctional health care programs in order to ensure compliance with State and Federal regulations (e.g., Title 15, Title 22, etc.), Departmental policies and procedures (e.g., MHSDS Program Guides, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills; audit tools, laws, rules, regulations and Departmental policies and procedures governing correctional health care (e.g., IMS, MHSDS, etc.), with minimal direction.
10.	Develop audit tools in order to use during monitoring and evaluating correctional health care programs utilizing effective communication skills, teamwork, analytical and organizational skills, laws, rules, regulations (e.g., Title 15, Title 22, etc.) and Departmental policies and procedures (e.g., MHSDS Program Guides, etc.), governing correctional health care, with minimal direction.
11.	<b>Maintain automated data systems to monitor and evaluate correctional health care programs in order to ensure compliance with State and Federal regulations (i.e., Title 15, Title 22, etc.), and Departmental policies and procedures (e.g., MHSDS Program Guides, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills, and computer skills, with minimal direction.</b>

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12.	<b>Compile and tabulate statistical and/or management data in order to provide information for use in assessing and evaluating effectiveness of correctional health care programs, etc. utilizing effective communication skills, teamwork, analytical and organizational skills, computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), statistical methods, laws, rules, regulations and Departmental policies and procedures, etc. governing correctional health care, on an as needed basis.</b>
13.	Prepare written documents (e.g., reports, correspondence, memoranda, etc.) from health care operations, institution and division data in order to ensure that management receives accurate and adequate information about correctional health care issues, programs, policies, establish a new directive, provide various data to staff, etc. utilizing effective written communication skills, teamwork, analytical and organizational skills, computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), and statistical methods, laws, rules, regulations and Departmental policies and procedures governing correctional health care, etc. on an independent basis.
14.	<b>Participate in meetings/conferences/task forces/etc. on correctional health care related issues in order to complete studies or projects in a timely manner, clarify departmental issues, develop policies and procedures, provide two-way communication with various disciplines, etc. utilizing effective communication skills, teamwork, analytical and organizational skills, computer programs (e.g., Excel, Word, Access, Power Point, Project Manager, etc.), laws, rules, regulations, (e.g., Title 15, Title 22, etc.), departmental policies and procedures (e.g., MHSDS Program Guides, etc.) governing correctional health care, as required.</b>
15.	Represent the Department, in formal or informal settings, regarding legal proceedings, subject matter expertise, meetings, conferences, etc. in order to obtain and report information and/or represent the interest of the Department, etc. utilizing interpersonal skills, professionalism, personal expertise, etc. as needed and/or upon request.
16.	Participate in the employee corrective/discipline process (e.g., verbal counseling, Employee Counseling Records, Letter of Instruction, adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws and rules, Departmental policies and procedures, etc.) on an as needed basis.

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<b>Task #</b>	<b>Task</b>
<b>17.</b>	Supervise diverse technical/professional staff performing journey level work in planning, implementing and monitoring correctional health care programs and projects including development and/or revisions of additional health care programs, to ensure appropriate access to care, quality of care, and continuity of care are provided to the inmates/patients, etc. in order to ensure compliance with laws, rules, regulations, carry out the day-to-day activities, etc. utilizing effective communication skills, effective supervisory skills, organizational skills, laws, rules and regulations, Departmental policies and procedures, etc. on a daily basis.
<b>18.</b>	Serve as Assistant Chief of a major/moderate size program and have line responsibility for a portion of a large, well-defined program with multi-disciplinary staff in order to provide continuity within management for effective span of control, etc. utilizing professional knowledge, effective communication skills, Departmental policies and procedures, etc. on a daily basis.
<b>19.</b>	Participate in the development and review of Budget Concept Statements, Budget Concept Proposals, contracts, etc. in order to obtain approval and secure funding for necessary equipment, staffing, services, and effectively manage the daily operations within a correctional health care setting, etc. utilizing various resources, etc. in accordance with the Department's vision, values, missions, goals, etc. on an as needed basis.
<b>20.</b>	Participate in special projects as assigned by upper management in order to meet Departmental vision, values, mission, goals, etc. utilizing various resources, etc.

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